

# St. Elizabeth Ann Seton School



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## Family Handbook

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# Mission Statement

*The mission of St. Elizabeth Ann Seton Parish School is to foster the spiritual, intellectual, moral, physical, and social growth of its students. Steeped in a traditional Catholic environment, the school is committed to academic excellence and faith development. St. Elizabeth Ann Seton parish school encourages its students, parents, faculty and staff to grow in God's grace through Spirituality, a commitment to Excellence, Academics, and Service.*

## Philosophy

*St. Elizabeth Ann Seton School is a Catholic community which believes in the sanctity and worth of every person. We support parents as the primary educators of their children. We join with them in partnership as we strive to prepare children to be successful citizens of the world and to carry forth the traditions and beliefs of the Catholic Church.*

*Each child is a unique gift from God who must be nurtured and supported in every area of his/her growth and development. To facilitate this growth, our school is committed to high academic standards, a discipline program which will promote personal and social skills, character education, and a Catholic faith which will permeate all aspects of school life.*



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## Seas Knights Personal Code of Honor:

## I will live by:

1. **Faith** My faith is what I believe. What I believe shapes how I act and who I am. I am a Treasure – God made me, thought of me before the world was made. I believe each of my classmates is also a Treasure of God. I will remember that you only believe to the extent that you act. If I don't act like a Treasure of God, I really don't believe it.
2. **Sacrifice** It is good, and important, to sacrifice for others. Jesus sacrificed Himself for me because he knows I'm worth it. I have a responsibility to help others – even those I don't like much.
3. **Pride** I am proud to be a SEAS student, a Knight!
4. **Responsibility** I am responsible for my own actions. I CAN make GOOD choices! I won't make excuses if I make a bad choice. I will admit, apologize and make it right, and do better next time. I have a responsibility to my classmates, my parents, my teachers. I have a responsibility to God – He made me to be the best I can be.
5. **Leadership** I will lead by the way I live and act, and by the way I speak.
6. **Giving** I will give of my time and my talents and my treasure, because God gave them to me.
7. **Good Conscience** I will DO what is right!
8. **Chivalry** I will use good manners and respect others. This may be the MOST VISIBLE act of a Knight – this is the one people will see. I will treat my classmates with good manners and respect. I will especially treat ALL as Treasures of God. I will be kind. I will not tease about things that could hurt feelings. I will keep my hands to myself.
9. **Loyalty** I will be a loyal friend to ALL my fellow Knights, and loyal to God. Sometimes being a loyal friend means helping my friend do the right thing.
10. **Passion** I WANT this! I WANT to be a Knight! I WANT to have an excellent reputation! Passion is what makes a champion. When I run out of gas, am tired or tempted to be careless, passion for what is right will give me strength to be the best!
11. **Courage** I will have the courage to do the right thing, even when my friends aren't.
12. **Teaching Others** I am setting the example for all the younger students. The younger students are watching what I do, and they are learning from me.

I am building my own reputation, and the reputation for SEAS School. I will do my best to live by this Knight's Code of Honor, and I understand that while I should live this all the time, I MUST live this while at school or at school functions.

(Developed by the first graduation class of SEAS May 2008)

## School Schedules:

### **Preschool:**

- 4yr All Day Program: 8am-3pm
- 4yr. ½ Day Program: 8am-11:30am
- 3's program: MWF from 12pm-3pm

### **Kindergarten-6<sup>th</sup> Grade:**

- Arrival and Dismissal 7:55am-3pm
- 9:30-9:50 K-2 Snack and Recess (10:05-10:25 Friday)
- 10-10:20 3-4 Snack and Recess (10:30-10:45 Friday)
- 11:30-12 Kinder Lunch and Recess
- 11:45-12:15 1-3 Lunch and Recess
- 12:00-12:30 JH Lunch and Recess
- 12:15-12:45 4-6 Lunch and Recess
- 3pm Dismissal

### **Thursday (Early Release Schedule)**

- Arrival and Dismissal 7:55-1:30

Friday: Mass 9-10 am (Unless otherwise noted on the school calendar)

### **Absences**

A parent must call the school office to report absences by 9:00 a.m. on the day of the absence. An answering machine will record your call in the evening or early morning hours. Make sure you leave your child's name, teacher's name and room number. If you wish to collect homework for your child that day, make the request when calling in the absence. Homework will be ready for pick-up at the end of the day.

### **Achievement Testing**

Achievement testing is given for two reasons: it measures the academic progress of an individual student; and it will be used as a tool to analyze areas of curricula which need to be studied, revised or intensified for the entire school.

- Students in grades K-2 take the STAR test.
- Grades 3 – 8 will be given the Measures of Academic Progress (MAP) exam. The test results for each child will be sent home before the end of the school year. All the

school parents will receive the results of grade level achievement with the final report card each year.

- 8<sup>TH</sup> grade students take the High School Placement Test in the 1<sup>st</sup> semester of the 8<sup>th</sup> grade year.

**Admission** (Diocesan Policy #3.1)

The Diocese of Tucson encourages all its parishes that have schools to operate in a manner that makes a Catholic education available to all students whose parents sincerely seek a faith-based education for their children. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference should be given to Catholic students. Students should not be refused admission to Catholic schools based on gender, race, color, or ethnic origin.

- Qualifying students and their parents/guardians should be welcomed to any Catholic school community provided they agree to support the school's mission and philosophy.
- Enrolled families should be required to agree to abide by the educational policies and regulations of the Catholic school to which their children have been admitted. Students should not be penalized if parents/guardians fail to meet their financial commitment. These situations should be handled directly with parents/guardians.
- Catholic and non-Catholic students should be required to agree to participate in religion classes and attend the religious celebrations conducted in the school.
- Students with special needs may be admitted if the school can reasonably accommodate the student's needs consistent with the school environment and resources available under the following suggested conditions:
  - Personal assessment of the student should be conducted by the school
  - Any previous assessments conducted should be reviewed
  - School records should be reviewed
  - Appropriate school faculty and administration should consult regarding possible placement.
  - Prior to admission, a Letter of Understanding should be provided to the parents/guardians by the school (Appendix C-2: Letter of Understanding)

-A student entering school, who is not fluent in English, should not be denied admission based solely on limited English language skills. However, appropriate assessment of the child's academic and language proficiency levels should be determined.

-Per ARS 15-821, a student entering kindergarten must be five (5) years of age prior to September 1 of the current school year. A student entering the first grade must be six (6) years of age prior to September 1 of the current school year.

-If the student is transferring from another Catholic school, the registration should not be finalized, and the student should not be formally admitted until all previous school records have been received and reviewed. The school to which the student is transferring should request the transfer of records. When a student transfers from one Catholic school to another, the principal should also check with the previous Catholic school to ensure that all financial obligations were met prior to accepting the enrollment. (Appendix C-22: Request for Transfer of Student Records)

-On enrollment of a pupil for the first time in a private school, that school shall notify the person enrolling the pupil in writing that within thirty days the person must provide proof of identity and age, e.g. birth certificate.

- When parents/guardians enroll their child for the first time in a private school, that parent/guardian must submit to the Pima County School Superintendent's Office both a certified copy of their child's birth certificate (which will be returned to the parent/guardian) and a notarized Affidavit of Intent for Private School. (Appendix C-26: County Affidavit)
- Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. **Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829.** If the record has been flagged, the requested school shall not forward the copy and shall notify the local law enforcement agency of the request.  
(<http://www.schools.pima.gov/schools/private-schools>)

-Enrolling Undocumented in Catholic schools: All children living in the United States have the right to a free K-12 public education. In fact, every state requires children to enroll in public or private education or to be homeschooled. While the age-requirement differs by state, all children are required to continue their education into their high school years. Information on enrolling undocumented children in Catholic schools can be found on the Catholic Legal Immigration Network, Inc. website (<https://cliniclegal.org>). Per ARS 15-828:

**Admission to St. Elizabeth Ann Seton School** is based on space available and the results of a placement test. Kindergarten applicants may have a readiness evaluation. Ideally, when possible, students in the older grades will be asked to spend a day at school for

testing and evaluation. The process for applying to SEAS is opened in February of the previous year.

- A non-refundable family registration fee must be paid at the time of registration.
- A child entering Kindergarten in the fall must be 5 years old by August 31.

Before your child's acceptance is final, the following requirements must be met:

1. Complete the online registration process.
2. Complete the online and supplemental documents process.
3. All Kindergarten and new 1-8 grade students need to have a Diocesan required physical (the first year of registration only.) The form is found in supplemental documents.
4. Your child's immunizations must be up to date and official records must be provided.

There is a \$25.00 application (per students) for new students only.

PLACEMENT ON THE SCHOOL ROSTER WILL NOT OCCUR UNTIL ALL OF THE ABOVE HAVE BEEN COMPLETED.

### **Fees and Tuition**

There is a non-refundable \$50 registration fee per family prior to May 1<sup>st</sup>. The fee is \$200 per family after May 1<sup>st</sup>.

Tuition may be paid in one payment in August or ten monthly payments, starting in August and ending in May. Tuition is calculated according to annual budgetary obligations and the cost per pupil to educate a child in our school. Therefore, rates vary from year to year.

Delinquent tuition must be paid in full by the end of each quarter in order for your child(ren) to remain at SEAS. We are always willing to work with families regarding tuition payment. Please contact us to set a meeting if you are having difficulties with your tuition payments.

### **Late Charges**

Late Tuition: Tuition is charges on the 5th of each month. There is a \$35.00 late charge after the fifth day of every month. Late After Care: A late charge of \$25.00 will be added to any unpaid After Care bills after the last day of the billing cycle.

Late Pick-up: The After Care Program ends at 6:00 p.m. Parents who arrive late for After Care pick up will be charges an additional .50 cents per minute.

### **Official Student Records:**

To be considered a Catholic school within the Diocese of Tucson, a school must use and maintain the official, required record forms as designated by the Diocese of Tucson Department of Catholic Schools.

a. Permanent Records - Complete and accurate records must be kept for each student permanently.

- Cumulative Records-with personal information and standardized test results.
- Permanent Record Card-with academic transcript and attendance.
- Arizona Student Immunization Record-every student attending an Arizona school must have a complete and up-to-date ASIR on file. This record is to become a part of the student's permanent cumulative school record (ARS 15- 874). If a student transfers to another school, the school from which the student is transferring should make a copy of the ASIR, file the copy in the permanent cumulative file, and send the original to the next school. Parent permission is not required to send the ASIR.
- Student Intervention Plans developed in consultation with a local public-school district, (in place of IEP, ISP and/or 504).

b. Student Health Record - Every student is to have a Student Health Record which is to be kept active and up-to-date. Written permission from the parent/guardian is required to transfer health record information to another school. When doing so, the original health record should be maintained and a copy sent to the new school. Student Health Records are to be kept until the student has reached 21 years of age and then may be destroyed by shredding.

c. Transfer of Official Records -- The Family Educational Rights and Privacy Act {FERPA} is a Federal law that protects the privacy of student education records. The State of Arizona abides by this law. While not required by FERPA, the school is to receive written permission from a parent/guardian to release a student's education record to other schools. (Appendix C-22: Request/or Transfer of Student Records)

- A school will release the official records to another school in which the student intends to enroll (see also letter j, ARS 15-828 above). The only original record which should be sent is the AZ Student Immunization Record (ASIR). Official records are not being given to the student or parents/guardian; they are to be sent to the receiving school. A record of the date and reason for the records transfer should be entered on the Cumulative Record.

d. Access to Student Records - Administrators will insure confidentiality of official student records.

- **No personal information concerning a student will be shared with anyone without authorization from the parent/guardian or unless authorized by FERPA.**
- Access to official school records will be made available to diocesan school officials, teachers, clerical staff, and other persons who have legitimate educational purposes.
- Parents, as the primary educators, have the right to inspect and review the official records of their child in the presence of school personnel. Parents/guardians have an opportunity to be heard regarding the content of their child's records to ensure that the record is accurate. Parents/guardians are also allowed to provide a written, dated statement regarding the content of the records. This statement is to be included in the student's cumulative file. Documentation of the viewing of a student record should be kept in the student's cumulative file.
- Custodial parents are to be recognized by the school as the primary decision makers for their children. The burden is on the parents to provide the school with orders issued by a court of competent jurisdiction pertaining to custody and educational decisions. It is the responsibility of the students' parents to see to it that the school has copies of currently operative court orders that pertain to the students in their cumulative files.
- A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school records of the child in the presence of school personnel, unless restricted by court order. In order to establish visitation rights, the custodial parent shall provide a notarized copy of the most recent and currently operative court order.
- Students in foster homes may have been placed in a school by court order and frequently are supervised by a child placement agency. The administration will consult with the child placement agency regarding a parent's request for and legal right to view or receive a child's education information from the school.
- When a subpoena requesting student records is served upon a school, the school will respond to the subpoena in accordance with any instructions that have been served with the subpoena. The school administration will consult with the Pastor and the Diocesan Offices to determine how best to proceed under the circumstances. The person who takes charge of the records upon receipt of a subpoena will be designated as a registrar and may be called as a witness. A lawyer must also have a subpoena to be allowed access to records or to obtain information from the designated registrar. The Department of Catholic Schools will be consulted before any information is given.
- Unless a subpoena requesting testimony is served, school staff may NOT voluntarily testify for any parent or guardian.

e. Release of Student Directory Information - Before printing student directories, written or electronic permission for publication of this information must be secured from parents/guardians. Names and addresses of students should not be made available to anyone outside the school community.

- Written or electronic permission from parents/guardian is required before a student's name or likeness can be used for any promotional purposes, including social media, involving the diocese, parish, or school, news or feature stories in any media, or other purpose whatsoever. This includes digitally reproduced photos, motion pictures, audio or video take, photograph and/or other reproductions including voice and features with or without name.

### **After School Sports Program:**

The Diocesan After -School Sports Program exists to provide positive, well-organized activity that contributes to the development of the whole child. It is carried on in a manner that models and teaches Christian principles and the ideals of good sportsmanship. It is offered to students in grades 5-8. SEAS offers basketball, volleyball, track and cross country to girls and boys in 5th through 8th grade. We compete against the nine other Diocese of Tucson Catholic schools.

All Sports registration is done online. You must register in during the sign up window. Late registrations will not be taken.

The following items must be turned into the Athletic Director prior to or on the first day of practice:

- 1. Physical examination form (once per year)
- 2. Sports information packet
- 3. Sports fee (due each season)

If these are not turned in to the Athletic Director the student will not be allowed to participate.

### **Sports Dress Code**

Practice Uniform is to be ordered/purchased through Mrs. Caldwell, Athletic Director. The uniform is to be worn with a solid white sock above the ankle and below the knee with tied athletic shoes. If a student is out of dress code, they will be sent to the After Care Program and the Parent will be charged for After Care. NO EXCEPTIONS

### **Team Uniform**

Team uniforms are to be ordered through the AD office.

## **Arrival and Dismissal of Students**

St. Elizabeth Ann Seton School will provide supervision for students from 7:30 a.m. until 3:15 p.m. Monday, Tuesday, Wednesday and Friday, and on Thursday from 7:30 a.m. until 1:45 p.m. Extended supervision is provided for a fee by our Before/After Care Program (see page below).

## **Assignments of Students to Classrooms**

Assigning students to classrooms is a very prayerfully and objectively considered task. As a faculty, we try very hard to study each child in relationship to skill, social functioning, and academic blend. Four factors enter into the decision about individual placement:

1. Move-Up Day: One ½ day each May, students will move up a grade for the day. This gives the student a time to get acquainted with the next grade's teachers and it gives the receiving teacher(s) an impression of each child in the context of the upcoming grade.
2. Testing/Evaluation Results: These results are used to help assure that there will be a blend of multiple skill levels in each classroom.
3. Recommendations from current teachers.

## **Attendance** 3.4 ATTENDANCE

Arizona law provides for compulsory school attendance of all children between the ages of six (6) and sixteen (16) years (A.R.S. 15-802). The responsibility for compliance with this law belongs to the parents or the person who has custody of the child. By Arizona law:

- The school must make reasonable effort to contact parents within two hours of the first class in which the pupil is absent, in the event that parents have not informed the school of the absence.
- A parent/guardian is required to give an explanation for absences and tardiness.
- Excessive absences (10% of the number of required attendance days) may be cause for retention or withholding credit. Retention determination should be handled on a case by case basis. The parent/student handbook should contain a specific statement on this policy. (A.R.S. 15-803)
- A student who is considered to be a habitual truant may be subject to dismissal or adjudication. "Habitual truant" as defined by state law means a child who is truant (unexcused absences) for 5 school days within a school year. (A.R.S. 15-803 C)
- Excessive tardiness may be cause for retention or withholding credit. The parent/student handbook shall contain a specific statement towards excessive or unexcused tardy policy.

- ***Students need to be on time each day for school in order to optimize each moment of learning. Students who arrive late cause disruption to the classroom learning environment. Students who are tardy more than 3 times in an academic quarter will need to serve a lunchtime detention (grades K-3) or an after school detention (grades 4-8). (SEAS POLICY)***
- A student who is not enrolled in a Catholic school s will not be allowed to participate in extra- curricular activities provided by a Catholic school.
- The school is obliged to keep an accurate record of daily attendance for each student. This record is kept in the student's Permanent Record.
- School attendance registers are legal documents; therefore, teachers and/or school personnel are to keep an accurate record of daily attendance through their school information system. The school information system permanently stores these records on their servers.

### **Withdrawal from School (DOT 3.12)**

The procedure detailed below is to be followed for withdrawal of a student from a Catholic school during the school year:

- a. Parents are to indicate in writing their intention to withdraw a student from school and submit this form to the principal.
- b. Parents must pay all fees, fines, and tuition payments then due.
- c. If parents refuse to submit in writing their intention to withdraw a student, the principal should document this fact to include the date and all other pertinent information.
- d. Per ARS 15-802, parents/guardians are required to notify the Pima County School Superintendent's Office within 30 days of withdrawing their child (ren) from a private school system (Diocese). If a student is transferring from one Catholic school to another, such notification is not needed. (Appendix C-27: County Withdrawal From Private School)

### **Cell Phone/Apple (or other) Watch Policy:**

In order to optimize learning time and keep all students safe from inappropriate distribution of information, photos and videos our school policy is as follows:

***Beginning with the 2019-2020 school year cell phones will not be permitted at school at any grade level. If a student in grades 5-6 needs a cell phone to contact a parent after sports practice the phone is to be brought to the office by the child in an envelope or baggie marked with the child's name prior to the start of school. The child is to pick up their phone in the office after the dismissal bell rings.***

***Students in grades PK-4<sup>th</sup> grades are not to bring phones or electronic devices to school.***

Possession and use **by Junior High students** of cellular telephones and electronic devices are prohibited on campus. If a parent wishes their child to bring to school such devices they shall be switched off, labeled and turned into their homeroom teacher at the start of each school day. These devices will be kept in a secure, container during the school day. They can retrieve their electronic devices from their teachers as they are leaving campus, but the device is to remain in off mode. If the student needs to check a message from a parent, the student must ask an adult for permission and check the message in the presence of the adult.

***If a student in grades 5-8 is found to have a cell phone/electronic device on their person or in their backpacks, any or all of the following consequences may be used:***

***1st Offense: Loss of cell phone/electronic item privileges for the subsequent five days during the school year.***

- 30min. detention\* to be served after school with the principal.
- Parent is responsible for retrieving confiscated cell phone/electronic item from confiscating teacher at the end of school day.

***2nd Offense: Loss of cell phone privileges until end of the current semester.***

- Parent is responsible for retrieving confiscated cell phones from the Principal at the end of the school day.
- 2 days of 30 min. detention\* after school with the principal.

***3rd Offense: Permanent loss of cell phone privileges for the remainder of the school year.***

- Parent is responsible for retrieving confiscated cell phones from the Principal at the end of the school day.
- 1 day of suspension from school.\*

Law Enforcement will be notified if the electronic violation involves illegal activity.

Parents will be notified via RenWeb/email of cell phone/electronic item confiscation.

***\*Detention or suspension results in an X in conduct for the quarter and the student will be ineligible for Honor Roll.***

**Before/After Care Program**

SEAS Before/After Care Program is regulated by the Arizona Department of Health Services Office of Child Care Licensure. They may be contacted at: 400 W. Congress, Suite 100 or (520) 628-6540. Inspection reports are available upon request.

St. Elizabeth Ann Seton School Before/After Care Program is established as a child care alternative for parents whose children attend St. Elizabeth Ann Seton School. It will operate during the school year on school days only. The fee is \$3 for Before Care and \$5 per hour or partial hour for After Care.

Our goal is to provide a safe, healthy and caring environment which assists in developing the whole child. There will be a snack, homework, play and creativity period in each day's activities.

Children may bring their own snacks or purchase snacks. Our school's values, discipline system and philosophy will be continued in our Before/After Care Program

Our Before Care Program is available from 7:00 am - 7:30 am daily. Our After Care Program is available from 3 pm - 6 pm on Monday, Tuesday, Wednesday, and Friday, and from 1 pm - 6 pm on Thursday. You may reach the Before/After Care office at 219-7691.

All students at St. Elizabeth Ann Seton School are eligible to register in our Before/After Care Program. Applications are taken for daily, intermittent or emergency attendance. The Director reserves the right to refuse admission or services to a child because of behavioral problems or non-payment of fees.

### **Harassment and Bullying (DOT 3.13)**

Harassment of students by any person, in any form, at any time will not be tolerated and is hereby prohibited.

Sexual harassment is defined as "unwelcome sexual advances, unwelcome requests for sexual favors, and other sufficiently severe and/or pervasive verbal or physical conduct of a sexual nature" including, but not limited to:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's evaluation.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student.
- Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment.

Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability, or for initiation into memberships, or anything

which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Has the purpose or effect of unreasonably interfering with a student's academic performance.
- Otherwise adversely affects a student's academic opportunities.

**A school cannot take corrective measures to remedy the situation of harassment unless it has been informed of such an event. Any student in the Catholic schools of the Diocese of Tucson who believes that he/she has been or is a victim of harassment/bullying should immediately report the matter to the appropriate school authority.** Parents and/or guardians must submit a written report to school administration if reported outside the school setting. Each complaint will be fully investigated. At the discretion of the principal in consultation with the pastor, the school may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be held in confidence.

Any student or employee who has been found, after investigation, to have engaged in behavior that the school's administration deems inappropriate or in violation of policy will be subject to discipline, which may include immediate suspension or termination.

False reports regarding harassment, bullying, intimidation, etc., will be subject to immediate and appropriate disciplinary action.

Suspected cases of harassment, intimidation, and/or bullying must be reported to the proper school authorities immediately and followed with a written report within ten {10} days.

When school employees have reasonable suspicion of abuse, it must be reported to law enforcement, Department of Child Safety, (DCS) and the proper school authorities immediately and followed with a written report. (A.R.S. 13-3620).

### **Reporting Bullying/Harassment**

Any student who feels that he/she is a victim of bullying/harassment shall bring the problem to the attention of the classroom teacher and/or school administration. This can be done by reporting directly to the classroom teacher and/or the Principal.

The school will treat directly reported allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. In order to mediate a resolution and follow due process, it is vital for incidents to be reported in a prompt manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Persons found to have filed false or frivolous charges shall be subject to disciplinary action.

### **Retaliation**

Retaliation by an alleged perpetrator against a student after a complaint of bullying/harassment will serve as confirmation of the original charge.

### **Parent/Guardian Harassment** (see DOT 3.15)

A parent/guardian may not rebuke, insult, or abuse (verbally, physically or electronically) any employee of St. Elizabeth Ann Seton School in regards to the act of, or in relation to, their performance of assigned duties.

### **Inappropriate Technology Use Outside of School**

**Parents/guardians are solely responsible for the student's appropriate and ethical use of technology outside of school. The inappropriate use of technology outside of school should be reported by a parent/guardian to the local police jurisdiction.** The derogatory use of the school name and/or remarks directed to or about St. Elizabeth Ann Seton School employees will be reported by St. Elizabeth Ann Seton School to the local police jurisdiction.

### **Character Education**

Our character education program is literature based and focuses on the values of respect, honesty, compassion, courage, tolerance, responsibility, and integrity. Lessons involving the values of our Catholic faith are emphasized during class time through stories and current events. Lessons about each value are presented to the school as a whole each day during our morning announcements.

### **Closed Campus**

St. Elizabeth Ann Seton School is a closed campus. The safety and well-being of our children are a priority. No one, including parents and students, has open access to school buildings. Doors are locked. All parents and visitors must check in at the school office

before moving around in any building at any time. Parents or visitors will be issued a badge which will identify them as having office clearance.

### **Curriculum and Instruction**

St. Elizabeth Ann Seton School is committed to providing a challenging, comprehensive, and up-to-date curriculum. We are a blend of the traditional Catholic school programs which are strong in verbal-linguistic and logical-mathematical reasoning, as well as the scientific-technological concepts which have come about in the most current educational research.

Our students are offered the basic core subjects of religion, mathematics, language arts, science, and social studies. Our commitment to educating the whole child is evidenced by enrichment courses which include Latin (7-8), music, band, choir, art, drama, physical education and technology. Each classroom for grades Kindergarten through 8th is equipped with the latest in educational technology. Introductory instruments such as the recorder and boom-whacker are part of music instruction. Rhythm, movement, and dance are incorporated into physical education.

Our curriculum is regularly evaluated and updated to ensure accordance with Diocesan and State guidelines. Our faculty participates in weekly and monthly on or off site in-service instruction in areas which include Brain-Based Learning Strategies, Differentiated Instruction, Professional Learning Communities, Curricula Alignment, Technology and Discipline with Purpose. Teachers are also offered course to keep diocesan catechetical instructors certifications current.

Our Catholic identity permeates all that we do. Our school day begins with community prayer, scripture readings of the day, and religious instruction. Individual class prayer is encouraged throughout the day. Every Friday, our school family joins in 9:00 a.m. Mass where our students are the greeters, ushers, gift-bearers, servers, and lectors. Each classroom has a special Prayer Space which is designated by architecture and décor. The liturgical seasons are celebrated throughout the year and para-liturgies involving traditional Catholic practices of the rosary, Advent wreaths, Stations of the Cross, and May Crowning are held in appropriate months.

### **Discipline**

The Discipline with Purpose Program (DWP) is the basis of our discipline system. The values inherent to this system mesh well with Catholic identity and with the seven focus character education values of our school.

The DWP program was developed by Barbara Vasiloff and Paula Lenz, both highly experienced educators, and is based on the belief that self-discipline can be taught and learned.

Our teachers are in-serviced on how to teach and implement DWP. DWP is taught as part of our religion class each morning to remind us that as each of us participates in community we are a reflection of St. Paul's invitation to live and function as the Body of Christ.

Below is a list of the fifteen skills of self-discipline. Bracketed next to each DWP skill is a correlating value taught by our Character Education Program.

**The 15 self-discipline skills of DWP are as follows:**

**BASIC SKILLS:**

- Listening (Respect)
- 2. Following instructions (Responsibility)
- 3. Questioning (Respect)
- 4. Sharing: Time, Space, People and Things (Respect, tolerance, compassion)
- 5. Basic social skills (Respect, responsibility)
  - These skills will be stressed in PreK – 3rd grades.

**CONSTRUCTIVE SKILLS:**

- 6. Cooperating with others (Respect, compassion)
- 7. Understanding rules (Responsibility, honesty, integrity)
- 8. Figuring out how to accomplish tasks on your own (responsibility)
- 9. Exhibiting leadership (Courage, honesty, respect, responsibility)
- 10. Communicating effectively (Respect, courage, honesty)
  - These skills will be stressed in 4th – 6th grades.

**GENERATIVE SKILLS**

- 11. Organizing: Time, Space, People and Things (Responsibility, courage)
- 12. Resolving mutual problems (Respect, courage, tolerance, integrity, compassion)
- 13. Taking the initiative in problem solving (Courage, responsibility)
- 14. Distinguishing fact from feeling (Integrity, honesty, responsibility, courage)
- 15. Sacrificing/serving others (Respect, compassion, responsibility, courage)
  - These skills will be stressed in grades 7th & 8th.

These disciplinary standards and guidelines encourage self-discipline and create an atmosphere conducive to learning. At all times, behavior management and discipline should be conducted with the dignity of the student in mind.

- DWP reports will be sent home by the classroom teachers in order to alert parents to classroom issues. In addition the teachers will communicate via email or phone call any specific disciplinary issues a child may be having on a regular basis.
- Parents are to sign the DWP report and return it to the classroom teacher the following school day.
- Every effort will be made to resolve ordinary differences and matters of minor misconduct in a spirit of fairness and justice through regular channels of communication between/among the affected individuals.
- The nature and degree of misconduct will be considered in the administration of discipline.
- Disciplinary action will be commensurate with the misconduct. Disciplinary action will be taken judiciously and in a manner consistent with the philosophy of discipline in a Catholic school setting.
- Teachers and administrators will effectively communicate any behavior issues or concerns with parents/guardians.
- Parents/guardians are to support teachers and administrators in disciplinary decisions.

### **Implementation of disciplinary action:**

#### **Detention:**

Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school authorities.

- Detention may be assigned in cases of minor misconduct.
  - Including but not limited to:
    - *Cheating*
    - *Talking out in class after receiving several warnings.*
    - *Use of inappropriate language during school hours.*
    - *Possession of a cell phone, iPod, electronic watch or any other mobile device not sanctioned or owned by the school.*
    - *Failure to comply with dress code.*
    - *Failure to care appropriately for school materials and property.*
    - *Failure to comply with classroom discipline code.*
    - *Other behaviors and/or actions as determined by the teachers, administration and pastor.*
- Repetitive/multiple detentions may warrant the imposition of more serious disciplinary action.
- Detention will include performing tasks to help the school community.

- Detention may result in a lowered mark in the behavioral section of the quarterly report card which will prevent the student from receiving honor roll for said quarter.

### **Probation:**

- Probation refers to the supervision and evaluation of the student's **conduct and academic** progress for a specified period, because of previous serious or continued misconduct or serious academic deficiency.
- Probation will include an agreement in writing between the student, parents/guardians, teacher and school administration addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules, and the consequences of any violation of the terms of the probation. The agreement will be signed by all concerned parties and be given to the parents/guardians. A copy of the plan will be kept on file in the student's cumulative record.
- Subject to compliance with the terms of the probation agreement, probation should not exceed two semesters.

### **Suspension**

- Suspension refers to the isolation of students from some or all school activities.
- Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. Suspension is implemented by the principal and/or pastor.
  - Suspension includes, but is not limited to:
    - Excessive inappropriate language.
    - Fighting with another student.
    - Possession of an illegal substance or item.
    - Misconduct resulting in the inability for others to learn and teachers to perform their teaching duties.
- The student may be required to attend school but be separated from classmates (in-school suspension).
- In-school and out-of-school suspensions will not exceed five (5) school days, except in extraordinary circumstances.
- Suspension includes extracurricular activities.
- **Repeated suspension of the same student may warrant the need for alternative action.**

- Reasonable efforts to notify parents/guardians will be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents/guardians will be notified as soon as is practical under the circumstances.
- Suspended students will be released only to parents/guardians.
- Parents/guardians will be informed of the reasons and decision for the suspension in writing and are required to sign this document and return it to the school on or before the student's return date.
- A conference will be held with the parents/guardians and student before the student can return to the classroom.
- A written record of the suspension, including date, reasons, and with parents/guardians, will be kept on file in the student's cumulative record.
- The suspended student will be held responsible for schoolwork missed during any time of suspension.

### **Expulsion-Required Withdrawal**

- Expulsion refers to the permanent dismissal of a student from school.
- Expulsion is an extreme measure that SEAS will take only as a last resort, after all other efforts at motivation and remediation have failed, and where circumstances leave no other option.
  - **Expulsion will be instituted in the cases of crime, scandal, immorality, consistent disrespect and/or disruption that constitutes a threat to the physical or moral welfare of the school community. Repeated instances of suspension may also result in expulsion from school.**
- Records kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation will be included in written communication between the school and the family. In the case of serious circumstances the student will immediately be suspended until the expulsion process has been followed.
- Parents/guardians will be informed by written notice that expulsion is being contemplated by school administration.
- A conference will be held with the parents/guardians, student, principal, and teachers at which time the grounds for expulsion should be presented and discussed.
- Expulsion will be determined only after consultation with the school's pastor. The principal will consult and review the entire matter with the diocesan Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the school's pastor.

- Prior to expulsion, parents/guardians ordinarily will be given an opportunity to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student will be expelled.
- Once the decision has been made to expel a student, written notification of the decision will be sent to the parents/guardians. A copy of such notification will also be sent to the diocesan Superintendent of Catholic Schools.
- The principal will properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation should be maintained in the student's cumulative file.
- The principal will notify the parents/guardians in writing of the Due Process/Parent's Appeal procedure available through the Diocese of Tucson. (Refer to Policy 3.10)
- The Student Permanent Record will indicate that the reason for transfer was expulsion or withdrawal.

### **Specific Infractions:**

#### **Searches:**

The principal, pastor, or a representative of the school administration may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches should be based on a reasonable suspicion that a school rule has been broken and related to insuring a safe learning environment. The search should be made in the presence of at least two school officials.

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. The school has the right to inspect any are of the school, including the students backpack/book bag when there is a suspicion of a threat to the health, welfare, or safety of students.

Schools can search personal property if the search is:

- Justified at its inception, (i.e., reasonable belief that the student has broken a school rule), and
- The search is reasonable in scope.
- The search should be made in the presence of at least two school officials.

### **Tobacco, Alcohol, Drugs**

Student possession, use, sale, or attempted sale, or being under the influence of, tobacco, alcohol, or illicit drugs should be prohibited on school premises and at all school-sponsored activities.

Student possession, use, sale, or attempted sale, or being under the influence of, tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school and/or notification of the proper authorities.

### **Weapons**

Student possession or use of a weapon on school premises or at school-sponsored activities will result in suspension and/or expulsion from school.

### **Student Withdrawal on the Grounds of Improper Behavior by Parent/Guardian:**

Typically, a child should not be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve its students that the parents/guardians may be requested to remove their child/children from the school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to school policies and regulations.
- Interference in matters of school administration or discipline.

a. In such cases, reasonable effort to elicit minimum cooperation from parents/guardians will be made and documented. In the event the parents/guardians have caused a serious disruption, the principal may restrict parents/guardians from being present on the school premises or attending school activities.

b. If such effort does not correct the situation, then, after consultation with the pastor, the principal may recommend to the parents/guardians that they withdraw their child/children. It is recommended that prior to any such recommendations the principal should also consult with, and seek the advice of, the diocesan Superintendent of Catholic Schools

c. Documentation signed by the principal and parents/guardians, as well as any other information or evidence of consultation with the parents on the matter should be retained in the student's cumulative file.

d. If the parent/guardian refuses to accept the recommended withdrawal, the procedures for expulsion, as previously outlined, should be followed.

### **Dress Code:**

Research has shown that how a student dresses has a definite impact on behavior and scholarship. Our manner of dress reflects our understanding of community, commitment

to excellence, and school pride. Uniforms are chosen because of ease and simplicity. **All but socks and shoes must be purchased online from either Tommy Hilfiger or Lands' End. School jumpers and plaid skirts are only available through Tommy Hilfiger's website.**

The uniform requirements for St. Elizabeth Ann Seton School are as follows:

Girls:

- White, or hunter green school logo polo shirts, long or short-sleeve white Peter Pan collar blouse, white turtleneck long-sleeve shirts (worn under school jumper, v-neck cardigan, vest or sweatshirt)
- School plaid jumper (K-3), baby doll jumper (K-3), plaid skirt (4 - 8), tan skort, tan shorts, tan long pants, tan capri pants
- Solid hunter, tan, grey or white ankle-length leggings may be worn under the jumper or skirt. (No capri-length/mid-calf leggings are to be worn.)
- Shorts may be worn under the school uniform jumper or skirt in hunter, tan, grey or white. The shorts may not be longer than the skirt/jumper.
- School logo hunter green polar fleece vest, cardigan, sweatshirt
- School logo nylon hooded jacket or school logo polar fleece jacket
- Scrunchies and headbands in school plaid and school colors

Boys: **Shirts are to be tucked at times!**

- White or hunter green school logo polo shirts, long or short-sleeve white Oxford shirts, white turtleneck long-sleeve shirts (worn under v-neck cardigan, vest or sweatshirt)
- Tan long pants or tan shorts (purchased through approved vendors)
- School logo hunter green polar fleece vest, cardigan, sweatshirt
- School logo nylon hooded jacket or school logo polar fleece jacket
- Hunter green or school plaid tie

Outerwear:

- When the weather becomes too cold for our school jackets, students may wear non-uniform heavy coats/jackets, hats that cover their ears, gloves and scarves.

Footwear:

- Traditional dress shoes and tennis shoes, in colors that compliment or coordinate with the school uniform are to be worn.

- Boots, sandals, shoes with wheels, shoes that light up, or any shoe with more than a 1 ½” sole/heels are not permitted.
- Socks, hosiery or tights in hunter green, tan, white or brown must be worn.

Miscellaneous:

- Leather or leather-like belt in black or brown must be worn.
- Shirts must be tucked in.
- Female students may wear one pair of small post earrings.
- The only other jewelry that may be worn is one small religious medal or crucifix, and a regular wrist watch.
- Rings, bracelets, key chains, etc. are not a part of the dress code.
- Hair must be one natural color. Fad hair-styles, make-up, tattoos, and nail polish may not be worn.
- Shorts, skorts and capris may not be worn to Mass.

Students may mix and match the above items in combination of their choice. However, other than footwear, they must wear only St. Elizabeth Ann Seton uniform items and these items may ONLY BE PURCHASED ONLINE FROM TOMMY HILFIGER OR LANDS’ END.

**Early Dismissal**

If there is a need to remove your child from school during the course of the day, a note needs to be sent to the office which states the date, time and reason for the early dismissal. The student is given an “Early Dismissal” slip which is given to the teacher. When the parent arrives, they report to the office and sign the student out. An office staff member will call the student from class. If the student returns before the end of the day, the student will come to the office with the parent to get an “admit slip” for re-admission to class. Students are responsible for all work assigned that day. Please make every effort to avoid calling the school for changes to the end of the day procedures for your child (ren) after 2:00 pm.

**Field Trips**

Educationally sound field trips will be taken at the classroom teacher’s suggestion with approval from the principal. Since St. Elizabeth Ann Seton School does not have a bus, students must be transported to and from field trips by car. Any St. Elizabeth Ann Seton school approved adult wishing to help transport any student other than their own child must fill out and comply with the Diocesan Driver Information Form. **No driver may take any student other than their own child anywhere but the approved field trip destination. No impromptu side trips are permissible.**

### **Grading/Report Cards:**

The Catholic School System of the Diocese of Tucson adopted a uniform grading system and a uniform set of report cards. The philosophy of grading and reporting is based on the following premises:

1. Each individual student is unique in his/her academic, emotional, physical, spiritual, and social development.
2. Each school in the Diocese is individual in its organization, administration and curricula.
3. The home and school are joined together in co-educating each child.
4. The teachers have a responsibility to report the progress and achievement of each child to the parents.
5. The parents have a responsibility to communicate with the teachers concerning the progress and achievement of each child. (Diocesan Report Card Committee)

St. Elizabeth Ann Seton School will follow this philosophy of grading and reporting progress. Parents will receive a written/electronic evaluation in the form of either a Progress Report or a Report Card every four weeks. The first quarter Report Card will be given at a parent-teacher conference.

The Diocesan Report Cards have four grade related reports:

1. Kindergarten
2. Primary (Grades 1 and 2)
3. Intermediate (Grades 3 and 4)
4. Upper Grade Levels (Grades 5-8) –See JH Supplement for details.

**Kinder** report cards are given 3 times per year, following the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Markings for the Kinder report cards are as follows;

- + Satisfactory
- - Improvement needed
- NI No Interest Shown.

Report Cards for **1st and 2nd grade** reflect the fact that many of the learning activities in these grades are still closely aligned with developmental growth in children. This is the reason that neither percentage nor letter grades are given.

Children need time to reach their developmental level without the pressure of specific grades. Therefore, the assessment made indicates how a student compares to the expected norm.

In the major areas of study, the markings are:

- Excellent
- Satisfactory
- Improvement Needed
- Poor

The sub-categories that are being evaluated will be marked by:

- + = Successful
- / = Satisfactory
- x = Needs Improvement

Third grade is included in the intermediate Report Card, even though 3rd grade is a primary grade, because it is developmentally appropriate for third graders to receive letter grades or percentages. The marking code for grades 3-8 will be A, B, C, D, and F in the major content areas. The percentage equivalents for the letter grades are as follows:

- A+ = 100 – 97    A = 96 – 94    A- = 93 – 90
- B+ = 89 – 87    B = 86 – 84    B- = 83 – 80
- C+ = 79 – 77    C = 76 – 74    C- = 73 – 70
- D+ = 69 – 68    D = 67            D- = 66 – 65
- F = 64 & below

Effort/Study Habits, Conduct, Music, Physical Education, Handwriting, Computers and Art are graded as follows:

- + = Successful
- / = Satisfactory
- x = Needs Improvement\*

\*Markings of X in any area will make student ineligible for Honor Roll.

Parents may check grades regularly in the parent section of Renweb. Teachers are required to post grades a minimum of once per week.

### **Standardized Testing:**

Students in grades 1-2 are given the STAR test throughout the school year to measure Math and Reading Progress. STAR test is a computer based evaluative instrument to assist teachers in determining individual and overall achievement on their specific grade level.

Students in grades 3-8 are given the MAP (Measure of Academic Progress) evaluative test 3 times each academic school year in Reading, Language Arts and Mathematics. The MAP scores are used by teachers to determine individual and overall class achievement. MAP scores enable teachers to focus on setting individual student progress goals. An individual report of your child's annual scores is sent in the final report card each year.

### **Grievance Procedure**

In keeping with the philosophy that St. Elizabeth Ann Seton School is a Catholic community which believes in the sanctity and worth of each person and in the spirit of communication and reconciliation, the procedure for grievance is as follows:

#### **Level I – Informal Procedure**

1. In fairness and justice, the first effort to resolve any conflict must be made between/among the persons directly involved in the situation.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, the parent/guardian must make an appointment to speak with the principal.

#### **Level II – Formal Procedure**

1. If the parent/guardian is not satisfied with the results of the conference with the principal, the parents/guardian must within five (5) working days, file a formal written grievance to the principal. The grievance must clearly state the nature of the complaint and the solution sought.
2. The principal must respond in writing to the formal written grievance within five (5) days of the receipt of the written grievance. Prior to rendering the decision, the principal and parent/guardians may request a meeting with all persons involved.

#### **Level III – Appeals Procedure**

- If the written decision does not resolve the issue satisfactorily, a parent/guardian may appeal to the pastor within (3) working days of the receipt of the principal's written decision.
- The appeal must be submitted to the pastor with the following information:
  - a. The subject and date of the occurrence
  - b. The persons involved
  - c. Specific details of the grievance
  - d. The efforts that have been made to resolve the issue to date

- The pastor may designate another person(s) to read the appeal.
- If the pastor/designee determines that there is a legitimate cause for appeal, the principal will be asked to give written explanation of his/her decision.
- The pastor/designee may then choose to either meet with the parent/guardian and the principal or to render a written decision within ten (10) days of receipt of the appeal. The pastor/designee's decision is final and binding.

### **Processing:**

1. All documents, communications, and records shall be kept on file in a separate file and shall not be kept in the personal file of any of the participants.
2. All meetings under this procedure shall be conducted in private and shall include only the parties of interest referred to earlier.
3. All meetings shall be held when there is mutual agreement to the time and place.
4. At all levels, all pertinent information shall be made available to the parent or legal guardian.
5. Time limits imposed at any level may be extended by mutual consent, in writing.
6. Failure, at any step in this procedure, to communicate decisions in writing as called for on a grievance within the specified time limits shall permit the grievance to proceed to the next step.
7. Failure at any step of the procedure to advance to the next level within the specified time limits shall be deemed an acceptance of the decision given at that step and there shall be no further right of appeal.

### **Homework**

Homework is an integral part of the school's instructional program. Homework assignments will correlate and enhance the material covered in the classroom. There are many advantages to having homework assignments.

Homework can:

1. Extend the learning time beyond the school day.
2. Promote independence within students by giving them the opportunity to complete assignments without teacher supervision.
3. Increase student understanding of their academic responsibility.

In the case of absences, the responsibility to check with the teacher about missing work rests with the student. Parents are encouraged to request homework when calling in their child's absence. Students will be given the number of days absent, after their return, to complete homework and return it to their teacher(s).

While students' abilities and concentration will vary, the Diocesan suggested time allotments for homework in elementary schools are as follows:

- K-3 grades 15-30 minutes per day
- 4-6 grades 30-60 minutes per day
- 7-8 grades 60-90 minutes per day

### **Promotion and Retention (DOT Policy 3.9)**

Promotion of students should be based on the completion of academic work and appropriate level of mastery of academic skills. The teacher(s) and administration should evaluate the student's progress and should consider the social, emotional, physical, and academic development of the student.

Retention of a student should be based on the recommendation of the teacher(s) and the administration. When evaluating a student's progress, the teacher(s) should consider documented social, emotional, physical, and academic development of the student. Retention determination should be handled on a case by case basis and with careful consideration of the following:

- The teacher(s) must be reasonably certain that repetition of a grade by a particular student will be beneficial.
- If, in the teacher(s) judgment, retention is probable, the case should be discussed with the administration and then arrangements made for a conference with the parents. It is advisable that this be done no later than the beginning of the second semester. A written summary of this conference should be kept in the student's records.
  - A letter from the Principal will accompany the child's report card each quarter if he/she is at risk of failure. This letter is to be signed by the parent and returned to the school.
- A follow-up conference with the parents/guardian should be held to evaluate the progress of the student since the initial conference.
- Evaluations and reports shared with the parents should indicate lack of adequate student progress before retention would be considered.
- If, contrary to the retention recommendation of the teacher(s) and administration, parents/guardians request that their child be placed in the next higher grade, the administration may honor this request. However, such a request should be documented and placed in the student's cumulative file along with the school's documented recommendation. The student is then placed in the next higher grade on a probationary status and progress documented and communicated with parents. If retention is again recommended the following year, and not accepted by

the parents/guardians, then the parents/guardians may be directed to withdraw their student and find an alternative educational setting.

### **Health Screening Week**

According to Arizona school law and Diocesan law (Policy #2330), every school child must have vision, hearing, height and weight checked each school year. Health Screening week is the designated time for these checks. Parent volunteers are needed to assist our school nurse to carry out this program. Volunteer sheets will be sent out each year.

### **Medical Information**

Our school has a nurse's office that is managed by a professional nurse. We work very hard at documenting all incidents and keeping you informed if any incident appears to be serious or in need of your attention. (Diocesan Policy #2200) If a child is ill before school, that child should be kept at home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school. If a child shows symptoms of extreme discomfort, fever, throwing up or an injury that needs medical attention, while attending school, the parent or a person designated by the parent must pick up the child.

### **Medication Policy**

- We are required to have both a written order from a licensed medical practitioner (M.D., D.O., P.A. or Nurse-Practitioner) and a permission form completed by the parent or guardian before we can administer any prescription medication. The label on the prescription container suffices as the physician's order. A separate permission form is required for EACH medication and for EACH child.
- All medications must be brought to the Health Office by a parent or guardian in the original, labeled container with the child's name on it.
- UNAUTHORIZED MEDICATIONS WILL NOT BE GIVEN. The nurse will call the parent/guardian or send a note and inform them of the situation. Parents are welcome to come in and administer their child's medication if they wish. Please notify the Health Office when this is done
- For children receiving daily medication, we MUST be informed of any changes in medication dosage or frequency in writing. We MUST be informed of any new scheduled medications your child starts taking.
- Children are not to have medications in their possession. All medications must be brought to the Health Office by parent or guardian where they are kept in a locked cabinet or refrigerator.

- Medications containing narcotics, such as Tylenol #2 or 3, or cough syrups that contain Codeine, WILL NOT BE GIVEN. Please do not send narcotic medications to school.

### **Helpful Suggestions**

- If your child has or will have braces or any dental work, have the dentist write a standing order for pain medication. Please supply dental wax if your child has braces. If your child has allergies, have your doctor write a standing order for the OTC medications you are likely to use. You can also ask your doctor's office to FAX a note to the school nurse. Our FAX number is: 297-1033
- When you get a prescription filled, ask the pharmacist for a separate labeled container for school.
- If you send cough drops for your child, the kind with eucalyptus and menthol will not require a physician's note or medication permission form. Cough drops or lozenges containing other medications may require medical authorization.
- This medical policy is consistent with Diocesan Policy #2250 and is designed for the safety of all our children.

### **Parent/School Communication**

Parent/School communication will be found on our school website, <http://school.seastucson.org>, the online RenWeb program or sent through Flocknote. On our school website, you will find the staff directory and other helpful parent information. Renweb allows parents to check their child's progress regularly. Teachers post grades to Renweb at least one time per week.

### **Parent Volunteer Hours Commitment**

A cornerstone of our school community is parental involvement, which is one of the things that make SEAS so special. Each family is required to contribute 50 hours of service. Children are more successful in school when parents play an active role in their education. Parents and grandparents can be seen helping around campus, serving hot lunch, monitoring recess, restacking books in the library, helping students prepare for their Sacraments, and helping teachers prepare for classroom activities.

Our Parent Teacher Community Organization (PTCO) is an integral part of our school community, coordinating important events such as Family Fun Nights, Uniform Exchanges, and our annual school wide fundraiser.

All volunteers, coaches and field trip/sports event drivers **must be 100% in compliance** to be able volunteer, coach or drive. Compliance Events are held regularly. Please contact

our Compliance Officer at [mkrogstad@seastucson.org](mailto:mkrogstad@seastucson.org) to complete the requirements to become a volunteer.

**Scrip:** Our school is a member of the Great Lakes Scrip program. There are many vendors who are willing to give our school a percentage of the purchases made in their establishments, if the purchases are made in the name of our school. The program will not cost anything in money, just a little time for sign-up. School families are encouraged to have grandparents, aunts, uncles, friends, etc. to join us in this easy way to get funds for some of our school programs. Each school family is required to earn a minimum of \$150.00 worth of SCRIP rebate dollars. This commitment is from May 1st to April 30th of the following year. We have a dedicated Scrip Coordinator ([scrip@school.seastucson.org](mailto:scrip@school.seastucson.org)) at school to help you make the most of this program, and teach you how Scrip can benefit your individual family by earning money towards your tuition. Learn more at: <https://www.shopwithscrip.com>